



CITY COUNCIL:

Amanda Green/Seat 1
Elizabeth Brannon/Seat 2
Eddie Farris/Seat 3
Mark Martin/Seat 4
Elizabeth Haffner/At Large

MAYOR:

Russ Barley
P.O. Box 339/112 State Highway 20 West
Freeport, Florida 32439
Phone (850) 835-2822 / Fax: (850) 835-3137
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City of Freeport
REGULAR CITY COUNCIL MEETING MINUTES
City Hall Council Chambers
October 22, 2020 6:30pm

1. Meeting Called to Order

The City Council Meeting was called to order at 6:30 pm in City Hall Council Chambers by Mayor Barley.

Council members present: Elizabeth Brannon, Mayor Russ Barley, Mark Martin, and Elizabeth Haffner.

Staff present: Finance Officer Sara Bowers, Attorney Adkinson, City Clerk Malani Robinson, City Manager Charlie Simmons, City Planning Director Latilda Hughes-Neel, Billing Manager Debbie Roberts, Parks Director Travis Digges, Water Supervisor Larry Tuggle, and Engineer Alex Rouchaleau.

2. Invocation and Pledge of Allegiance

The invocation was given by Councilwoman Haffner followed by the pledge of allegiance.

3. Recognition of Guests

4. Consent Agenda

a. Bills (Tab 1)

b. Minutes October 22, 2020 City Council Meeting (Tab 2)

5. Public Comment on Consent Agenda

- None.

6. Approval of Consent Agenda

THE CITY OF FREEPORT MAY TAKE ACTION ON ANY MATTER DURING THIS MEETING, INCLUDING ITEMS THAT ARE NOT SET FORTH WITHIN THIS AGENDA.

IN ACCORDANCE WITH SECTION 286.26, FLORIDA STATUTES, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 850-835-2822 BY 5:00 P.M. ON THE DAY PRIOR TO THE MEETING.

NO VERBATIM RECORD BY A CERTIFIED COURT REPORTER IS MADE OF THESE PROCEEDINGS. ACCORDINGLY, ANY PERSON WHO MAY SEEK TO APPEAL ANY DECISION INVOLVING THE MATTERS NOTICED HEREIN WILL BE RESPONSIBLE FOR MAKING A VERBATIM RECORD OF THE TESTIMONY AND EVIDENCE AT THESE PROCEEDINGS UPON WHICH ANY APPEAL IS TO BE BASED (SEE SECTION 286.0105, FLORIDA STATUTES).



COUNCIL ACTION: Motioned by: Councilwoman Haffner. Seconded by: Councilwoman Brannon. All ayes: motion carried.

7. Consideration of Additions/Deletions to the Agenda

- i. City Manager- Facility Maintenance Truck Purchase
- ii. City Clerk- City Council Meeting deletions for the months of November and December

8. Approval of Agenda with Additions/Deletions

COUNCIL ACTION: Motioned by: Councilwoman Brannon. Seconded by: Councilman Martin. All ayes: motion carried.

9. Staff Reports

- a. Water
- b. Sewer
- c. Parks/Projects
- d. City Manager

- i. -City Manager Simmons presented before the Council a quote from Chipola Ford for a new truck for the Facility Maintenance Department. After a rigorous search City Manager Simmons explained that this was the ideal purchase and that the expense is \$1,000 over his initial budget, however the department does have the funds to cover the expense. City Manager Simmons asked the Council for a motion to approve the purchase.

COUNCIL ACTION: Motioned by: Councilwoman Brannon. Seconded by: Councilwoman Haffner. All ayes: motion carried.

City Manager Simmons noted to the Council that the City Hall Playground had installed new shading and that it was a nice addition.

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e. City Clerk

- City Clerk Robinson opened by stating that per customary tradition the City Council always suspended the second meeting of the months of November and December to accommodate the holiday schedule; therefor she requested a motion for the deletion of the second meeting for the months of November and December.

COUNCIL ACTION: Motioned by: Councilwoman Brannon:
Seconded by: Councilwoman Haffner. All ayes: motion carried.

f. Finance

- i. Close Out Water Impact Fee Account **(Tab 3)**
-Finance Officer Bowers petitioned to the Council to close out the Water Impact Fee account. Finance Officer Bowers noted that the funds in the account had been budgeted for the East Bay Loop Project however the expense exceeded the amount budgeted, therefor the money would need to be transferred over into the Water Operating Account to cover the expense.

COUNCIL ACTION: Motioned by: Councilwoman Brannon. Seconded by: Councilwoman Haffner. All ayes: motion carried.

- ii. **By-pass Pump (Tab 4)**
-Finance Officer Bowers requested for a motion to be made to approve the by-pass pump, noting that it had been placed within the 2020-2021 fiscal year budget and had already been competitively bid on.

COUNCIL ACTION: Motioned by: Councilwoman Brannon. Seconded by: Councilwoman Haffner. All ayes: motion carried.

g. Billing

- i. **Leak Check Policy (Tab 5)**

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-Billing Manager Roberts presented the Council a new Leak Policy to address the issue of customers requesting multiple leak checks within the same billing cycle. Billing Manager Roberts informed the Council that in certain instances the customers is aware of the leak however they want the City to fix the issue. To deter this from happening Billing Manager Roberts and Water Supervisor Tuggle suggested instating a \$25 for the labor and time of the technicians to carry out an additional leak check. City Council members asked Billing Manager Roberts for clarity on the issue and discussed possible solutions. Councilwoman Haffner suggested informing users of the new policy prior to the technician going out to service the customer and to put it into the new account application paperwork. Billing Manager Roberts agreed to have the policy change reflected in the application packets and to inform customers of the charge, which would be paid prior to sending the technician out to service.

COUNCIL ACTION: Motioned by: Councilwoman Haffner. Seconded by: Councilman Martin. All ayes: motion carried.

h. Planning

i. JAB Holdings Re-Zoning – 2nd Reading/Adoption of Ordinance (Tab 6)

-Planning Director Hughes-Neel requested that the Council approve the 2nd reading of the ordinance that rezones the described parcel from residential commercial to R3 high density residential.

COUNCIL ACTION: Motioned by: Councilwoman Brannon. Seconded by: Councilman Martin. All ayes: motion carried.

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ii. **LDC Amendment -Parking Requirements Ordinance / 1st Reading & Request to advertise for 2nd Reading (Tab 7)**

-Planning Director Hughes-Neel presented the ordinance per the Council's previous approval, with the suggested revisions from the Planning Board. The revised ordinance would ensure that prior to receiving a permit that adequate parking would be created on site to accommodate the number of bedrooms given. Planning Director Hughes-Neel asked for a motion to hold the 1st reading and to advertise for the 2nd meeting in December. Council members discussed whether to make a motion to approve the 1st reading and 2nd advertisement in the absence of two Council Members. Councilwoman Brannon noted that the other Council Members would have the opportunity to voice their concerns at the 2nd reading in December, to which Planning Director Hughes-Neel confirmed.

COUNCIL ACTION: Motioned by: Councilwoman Brannon. Seconded by: Councilwoman Haffner. All ayes: motion carried.

i. **Legal**

j. **Engineering**

i. **SRF Phase I Wastewater Improvements – revised CO#6 (Tab 8)**

-Engineer Rouchaleau presented a revised change order with one additional item that was not approved at the previous meeting, noting that the additional item would allow more flexibility for the master lift station. Engineer Rouchaleau explained that the additional item would allow bypass abilities enabling the operators to send flow to the existing lift station or the proposed master lift station, noting that the current plan only allows flow from the existing lift station. City Manager Simmons asked for clarity

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on the setup of the lift station. Councilwoman Brannon queried Engineer Rouchaleau on where the money would be coming from to cover the expense, Engineer Rouchaleau informed the Council that the expense would come from the current SRF contract.

COUNCIL ACTION: Motioned by: Councilwoman Brannon. Seconded by: Councilwoman Haffner. All ayes: motion carried.

Engineer Rouchaleau proceeded to update the Council on the SRF project, noting that the contract extension was closer to the month of December due to underground electric installs delays with Chelco. Engineer Rouchaleau informed the Council that the Wastewater Treatment Facility documentation had been submitted to the USDA, therefor the City is waiting for the USDA's formal letter to initiate bids. The State Road 20 Wastewater Improvements are closing out and DOT must lay sod. The East Bay Loop Project is 50% complete and will be concluded by the end of the year.

10. Old Business

11. New Business

- a. Mayor Russ Barley
- b. Councilwoman Brannon
- c. Councilman Farris
- d. Councilwoman Green
- e. Councilwoman Haffner
- f. Councilman Martin

12. Public Comment

-Freeport Resident Tim Ard, invited the Council to the 10-year celebration of the Veterans Day Program and thanked the Parks and

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Billing Department for their assistance. Mr. Ard proceeded by discussing the ceremony protocols and the unveiling of the new statues. Mr. Ard concluded by encouraging all present to support the Freeport High School Volleyball team by attending their Regional Game.

13. Adjournment

-The meeting was adjourned at 6:52 PM.


Mayor

ATTEST:


City Clerk

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